Jane Smith

1234 Main Ave.

Newport News, VA 23000

Mrs. Mary Johnson

Heritage High School

5800 Marshall Ave.

Newport News, VA 23605

October 18, 2011

Dear Mr. Pierce,

I have luckily been your student for four years and I am so grateful. I’ve grown from a shy person to a fearless young man, all because of your class. Thanks to you, I know I am ready for the real world. Since you know me so well, I feel confident that you can appropriately speak for my commitment to excellence, my personality, and my ability to lead others. I would be honored if you could write me a letter of recommendation.

Currently, I am in Advanced placement Art, and Skills USA. At my home I am the artist of my home and family. I have volunteered at a grass cutting business. I work at an after school program where I am a character artist in Skills USA. I am very focused, make honor roll, and have taken honors and AP classes all 4 years of high school.

I would appreciate it if you would please have your recommendation letter completed for me by October 21, 2011. If more information is needed, email me at miymiycooper@live.com. You may give the recommendation to me or mail it.

Sincerely,

Jane Smith